

**MINUTES
REGULAR MEETING
UTILITY SERVICE BOARD
APRIL 16, 2018**

The Regular Meeting of the Utility Service Board of the City of Jasper, Indiana, was held in the Council Chambers of City Hall in Jasper at 7:00 PM on Monday, April 16, 2018.

The meeting was called to order by Chairman Keith Masterson.

UPON CALL OF THE ROLL, THE FOLLOWING WERE PRESENT:

Keith Masterson – Chairman
Roger Seng – Vice Chairman
Adam Auffart – Secretary
Wayne Schuetter – Electric Commissioner
Rick Stradtner – Water Commissioner
Michael Kern – Gas Commissioner
Tara Eckman – Wastewater Commissioner

ALSO PRESENT:

Jerry Schitter – Electric Distribution Manager
Tim Doersam – Gas & Water Manager
Ed Hollinden – Wastewater Manager
Bud Hauersperger- General Manager
Renee Kabrick – City Attorney
Ashley Kiefer – Office Manager

PLEDGE OF ALLEGIANCE (DVD-00:42)

Chairman Keith Masterson led the Pledge of Allegiance.

**APPROVAL OF MINUTES: MARCH 19, 2018 REGULAR MEETING & APRIL 2, 2018
SPECIAL JOINT MEETING** (DVD-01:09)

Chairman Keith Masterson presented the minutes from the March 19, 2018 Regular Meeting and the April 2, 2018 Special Joint Meeting and there being no corrections or amendments, Masterson asked for a motion to approve the minutes. Rick Stradtner made a motion to approve the minutes of the meetings as presented. Wayne Schuetter seconded the motion. Motion approved, 7-0.

**ALL UTILITY DEPARTMENTS – UPDATE & APPROVAL TO PROCEED WITH
COMPREHENSIVE PLAN – DARLA BLAZEY** (DVD-01:48)

Darla Blazezy updated the Board on the Comprehensive Plan. Blazezy informed the Board that the last Comprehensive Plan was done in 2008 and a lot has changed in ten years. This Comprehensive Plan will take a look at where we are now and where we want to be as a

community in the future. Last year, during the budget hearing, funds were budgeted by both the Civil City and the Utilities for this project. Blazey stated that every City entity and department will be included in the plan. Blazey said that having the Utilities as part of the Comprehensive Plan is crucial. Jasper is a very successful small town and part of the reason for that is because municipal utilities are in place in the City of Jasper.

Blazey informed the Board that Request for Qualifications (RFQ's) for the Comprehensive Plan were sent out and received back in March. Five groups responded, and all five groups were interviewed by a panel made up of Bud Hauersperger, Renee Kabrick, Mayor Seitz, Chad Hurm, Nancy Eckerle, Paul Lorey, and Darla Blazey. Two groups out of the five were asked to submit additional information and from there one group was chosen to recommend.

Blazey stated that the recommended group is Taylor Siefker Williams Design Group, who will be teaming up with Midwestern Engineers and Thomas P. Miller and Associates. Blazey stated that the scope is still under negotiation, pending funding for the project. Blazey stated that the ultimate not-to-exceed cost is \$100,000, which the Utilities are being asked to fund half of the project, which is a not-to-exceed \$50,000.

Adam Auffart made a motion to fund the Comprehensive Plan for a not-to-exceed \$50,000. Wayne Schuetter seconded the motion. Motion approved, 7-0.

ELECTRIC DEPARTMENT- RESULTS OF CREW CAB TRUCK QUOTE OPENING IN MARCH (DVD-07:03)

Jerry Schitter informed the Board that the low bid for the crew cab truck in the amount of \$25,150 from Sternberg's last month did not meet specifications. Schitter stated that the truck quoted from Sternberg's was a full-size truck, instead of a mid-size truck, and will not fit in the garage. Schitter also stated that it is easier to get around using a mid-size truck for locating. Schitter informed the Board that Uebelhor and Sons was the second low bid, in the amount of \$27,006, and that bid was for a mid-size truck, had one year longer warranty, and a trailer package included.

Schitter asked for the Board's permission to purchase the second low bid from Uebelhor and Sons in the amount of \$27,006, which is still under the budgeted Capital Expenditure amount.

Tara Eckman made a motion to give Schitter permission to purchase the crew cab truck from Uebelhor and Sons in the amount of \$27,006. Michael Kern seconded the motion. Motion approved, 7-0.

ELECTRIC DEPARTMENT – DETAILS ON ELECTRIC OUTAGE ON MARCH 29TH (DVD-10:59)

Schitter reminded the Board that the City of Jasper had a power outage on March 29th at approximately 6:50AM, which caused a loss of power to half of the City. Schitter informed the Board that a 69KVA lightning arrestor blew at the main substation, which should not have caused a huge outage, and only tripped a few breakers. When the power didn't come back on Vectren was contacted and they were having issues with their Scada and operation of switches, which caused a cascading trip which affected several substations in the area. The Electric

Department worked with Vectren to isolate the shorting situation. Schitter stated that power was out for approximately 61 minutes. Schitter informed the Board that all six lightning arrestors need to be replaced at the substation for a total cost of \$3,890. Schitter explained that they can do the installation in house.

ELECTRIC PLANNING COMMITTEE REPORT (DVD-13:15)

Wayne Schuetter, Chairman of the Electric Planning Committee, stated the Electric Committee did meet on April 9, 2018. At the meeting the Committee reviewed the bids received for the demolition and/or purchase of the former Jasper Power Plant site and associated structures.

Schuetter read the minutes aloud:

Bud Hauersperger presented a bid tabulation summary sheet to all Committee members. He informed the Committee there were no bids that were a good match for both the Power Plant and the Library. Each group, the Utility Service Board, and the Jasper Public Library Board, will determine what the most responsive bid is for their entity.

Hauersperger said there was a large range of prices from vendors. He ordered the bids on the summary sheet from the best response to the highest response. Upon initial review, Green Earth Technology's bid appears to be the best option. Renascent is the second-best option.

Attorney Kabrick said she attended the Library Board's committee meeting to review their bids. Upon their further review of the bids received, it was determined the National Salvage bid was in fact a bid on demolition of the Power Plant, and not the future site of the Library. (There was confusion on the night of the bid opening, as this vendor submitted a bid on the Library forms for the demo of the Power Plant.)

Hauersperger recommends proceeding with the Green Earth Technology bid by doing our due diligence to follow-up and cover all bases before officially accepting their bid.

Green Earth Technology bid to demo the Power Plant at 3-feet below grade and PAY the City \$70,000 or demo the Power Plant at grade and PAY the City \$100,000, and the City would retain ownership of the land. They also offered two different purchase options at \$220,000 (for the structures of the Former Plant, Maintenance Shop, Cooling Tower, Parking Lot, and land under these structures) and \$245,000 (for all the Power Plant structures and land, less the Heidorn property). Green Earth Technology is the best bid to consider for both the demolition and/or purchase of the property.

The Committee agreed to recommend to the full Utility Service Board at its next meeting to move forward with due diligence on the Green Earth Technology bid to vet and clarify their options to see if any or all are reasonable. Further discussions with Green Earth Technology will direct the City to which option makes the most sense. The recommended action on bids received would be made at a later time.

The Committee would like to enter discussions with Green Earth Technology within 2 weeks of the April 16th Utility Service Board meeting and have a final recommendation on action for the May 21st Utility Service Board meeting. Those people who would enter into discussions with

Green Earth Technology would be Bud Hauersperger, Keith Masterson, Wayne Schuetter, Renee Kabrick, and possibly a Council Member.

It was also suggested that Bud Hauersperger obtain quotes from commercial appraisers about the cost of appraising the Power Plant property if it would be bare. (No action would be taken to obtain appraisals at this time.)

Tara Eckman made a motion to enter into discussions with Green Earth Technology concerning their four proposal options. Adam Auffart seconded the motion. Motion approved, 7-0.

Bud Hauersperger stated that he did investigate appraisals for the land with no structures included. He received two estimates from companies for appraisals between \$1,500 and \$3,000.

Hauersperger asked for the Board's permission to have Greg Abell appraise the land only, with no structures, for a not-to-exceed \$1,700. Abell thought he could have the appraisal finished in a couple of weeks. Hauersperger thought the appraisal would be beneficial.

Rick Stradtner made a motion to have Greg Abell appraise the land for a not-to exceed \$1,700. Wayne Schuetter seconded the motion. Motion approved, 7-0.

GAS & WATER DEPARTMENTS – PERMISSION TO REPLACE SPECTROPHOTOMETER – USED FOR DAILY SAMPLE TESTING (DVD-19:58)

Tim Doersam asked for the Board's permission to replace the spectrophotometer, which is used daily for sample testing. The results from the spectrophotometer are recorded and sent to IDEM to keep in compliance. Doersam stated that the spectrophotometer is 17 years old and parts are no longer available. Doersam stated that the cost for a new spectrophotometer from Hach Corporation is \$4,500. Doersam stated that if the current machine stops working, violations would be issued by IDEM. Doersam also stated that they will keep the current machine as a back-up.

Roger Seng made a motion to purchase the spectrophotometer from Hach Corporation in the amount of \$4,500. Wayne Schuetter seconded the motion. Motion approved, 7-0.

WATER DEPARTMENT – HYDRANT FLUSHING (DVD-22:55)

Doersam informed the Board that hydrant flushing will continue for the next 1 ½ months.

WATER DEPARTMENT – UTILITY SAFETY AWARD (DVD-23:07)

Doersam informed the Board that the Water Department received a prestigious nomination for the Wendall LaDue Utility Safety award from the American Water Work Association (AWWA). Doersam stated that Jasper is the first city in Indiana to be nominated for this award. This shows what a good job our utilities are doing safely. The award winner will be announced during the AWWA annual conference in Las Vegas on June 13th.

GAS PLANNING COMMITTEE REPORT (DVD-24:49)

Michael Kern, Chairman of the Gas Planning Committee, stated the Gas Committee did not meet during the past month.

WATER PLANNING COMMITTEE REPORT (DVD-24:57)

Rick Stradtner, Chairman of the Water Planning Committee, stated the Water Committee did not meet during the past month.

WASTEWATER DEPARTMENT- PROPOSAL FROM MIDWESTERN ENGINEERS FOR DIGESTER MIXING SYSTEM (DVD-25:03)

Ed Hollinden asked for the Board's permission to approve the proposal from Midwestern Engineers for engineering fees for the digester mixing system in the amount of \$48,500. This amount was included in the Capital Expenditure plan of \$480,000. Hollinden also asked for the Board's permission to approve part-time inspection of the project in the amount of not-to-exceed \$3,500. Hollinden also stated that the estimated construction cost will be approximately \$353,000.

Wayne Schuetter made a motion to approve the agreement with Midwestern Engineers for engineering fees for the digester mixing system in the amount of \$48,500, and part-time on-site inspection services in the amount not-to-exceed \$3,500. Michael Kern seconded the motion. Motion approved, 7-0.

WASTEWATER DEPARTMENT- MAY 1ST DEADLINE TO SCHEDULE SEWER INSPECTION FOR US 231 PROJECT (DVD-28:48)

Hollinden informed the Board that May 1st is the deadline to schedule sewer inspections for the US 231 project. Hollinden stated that 44 inspections are scheduled so far. Hollinden also stated that 100 letters were sent out regarding the inspections and all property owners have been contacted by phone.

WASTEWATER DEPARTMENT – SUMMER PART-TIME HELP (DVD-29:55)

Hollinden asked for the Board's permission to hire a part-time employee for the summer. Hollinden stated that last year it worked out well, and there is a lot of painting to catch up on.

Tara Eckman made a motion to give Hollinden permission to hire part-time summer help at the Wastewater Department. Wayne Schuetter seconded the motion. Motion approved, 7-0.

WASTEWATER PLANNING COMMITTEE REPORT (DVD-30:36)

Tara Eckman, Chairman of the Wastewater Planning Committee, stated the Wastewater Committee did not meet during the past month.

GAS DEPARTMENT – GAS LICENSE TEST (DVD-30:51)

Bud Hauersperger explained to the Board that at last month's City Council meeting there was a discussion regarding a gas license in the City of Jasper. Part of the process when filling out the

application for a gas license is to take a test, which is administered by our Gas Department. At this time, contractors must receive 70% or higher on the test to obtain a gas license. The City Council questioned if 70% is high enough to pass or if the percentage should be increased to 80%. Hauersperger stated that some tests taken by Gas Department employees must be passed at 80%.

Hauersperger stated study guides are distributed prior to taking the test, and therefore feels 80% is not unreasonable. Hauersperger explained that the 70% passing percentage is in our Ordinance, therefore if they change the passing percentage to 80% a new resolution will have to be made. Hauersperger said they can look at these changes while the Gas rate study is being done and implement the change at the same time.

GAS DEPARTMENT – UPDATE ON GAS RATE STUDY (DVD-33:54)

Bud Hauersperger informed that Board that the Gas rate study has not started yet due to tax season. It should begin next week.

FINANCE COMMITTEE REPORT & PRESENTATION OF CLAIM DOCKET (DVD-34:12)

Adam Auffart reported that the Finance Committee had met tonight and reviewed the claims on the Claim Docket.

The Finance Committee recommended approval of the claims as presented.

Roger Seng made a motion to approve the claims as presented. Rick Stradtner seconded the motion. Motion approved, 7-0.

ALL UTILITY DEPARTMENTS – NEW POLICY FOR PURCHASING - (DVD-35:07)

Attorney Kabrick informed the Board that a draft for the new policy for purchasing is ready for review by internal employees. Kabrick stated that once she gets feedback from everyone, which should be within the next couple of weeks, she will forward the new policy to the Utility Service Board members for review.

There being no further business to come before the Board, the meeting was adjourned at 7:36PM upon motion by Roger Seng and seconded by Rick Stradtner. Motion approved, 7-0

The minutes were hereby approved _____ with X without corrections this 21st day of May, 2018.

Attest: _____
Secretary Chairman